



FRANKLIN COUNTY MUNICIPAL COURT

375 S. High St.
Columbus, Ohio 43215-4520
(614) 645-8214
Employment Opportunity

JOB TITLE:	L.I.N.C. Mental Health Coordinator II
DEPARTMENT:	Specialized Dockets
REPORTS TO:	Specialized Dockets Manager
HOURS:	Monday - Friday, 8:00 AM to 5:00 PM, or as assigned;
PAY GRADE:	8
STARTING SALARY:	\$23.58/hour (\$49,046.40/year)
FLSA:	Exempt
HOURS:	Monday - Friday, 8:00 a.m. - 5:00 p.m. or as assigned; evening or weekend hours may occasionally be required
POSTED:	March 8, 2022
DEADLINE:	March 22, 2022

JOB PURPOSE AND OVERVIEW

The Franklin County Municipal Court is the largest and busiest municipal court in the state. The Court has fourteen judges in the General Division and one judge in the Environmental Division. Judges preside over civil, criminal, and traffic cases and conduct both jury and non-jury trials. The Court's jurisdiction includes traffic cases, misdemeanor criminal cases, and civil cases where the amount at issue is \$15,000 or less. The Environmental Division has exclusive jurisdiction to enforce local codes and regulations affecting real property, such as fire and building codes. The geographic jurisdiction of the Court is all of Franklin County and those portions of the City of Columbus that extend beyond the boundaries of Franklin County. Despite its jurisdiction and name, the Franklin County Municipal Court is the judicial branch of the City of Columbus government.

The Court operates five specialized dockets that undergo reoccurring certification evaluations by the Supreme Court of Ohio. As a requirement for operation, each docket must receive approval and certification by the Supreme Court which includes submitting written materials and undergoing a site review to ensure that statewide, minimum standards are met.

The Specialized Dockets provide restorative justice by holding criminal offenders accountable. The Dockets provide mandatory court ordered conditions that participants must abide by as well as the requirement that they actively participate in comprehensive treatment and services. The Dockets strive to restore those in our community who have had multiple interactions with law enforcement as a result of high risk behavior due to unaddressed mental health, PTSD, trauma, and substance use. The goal is always to provide Court supervision and structure along with required treatment and services that when successful result in meaningful and productive changes to participants' lives that reduces recidivism, increases stability, and improves community safety.

In April 2004, the Mental Health Program, now called L.I.N.C. (Learning to Identify and Navigate Change) was created to better serve criminal defendants who are impacted by severe mental illness and who have pending cases before the Court.

In 2009, the Changing Actions to Change Habits (CATCH) program was created to better serve criminal defendants who have been charged with misdemeanor solicitation, prostitution, and/or loitering to solicit. Participants may have severe depression, post-traumatic stress disorder, or other mental illnesses and may be dependent on alcohol and/or drugs. Because many of the participants have been the victims of human trafficking, CATCH focuses on the trauma experienced by participants.

In May 2009, the Alcohol and Drug Addiction Program, now Recovery Court was created to better serve criminal defendants who are dependent on drugs and/or alcohol and who have pending legal issues before the Court. In 2010, the Opiate Extension Program (now h.a.r.t., Helping to Achieve Recovery Together) was developed to accompany Recovery Court. It address the needs of criminal defendants who are dependent on opiates. In 2014, h.a.r.t. became an independent specialized docket program.

In April 2012, the Military and Veteran Service program (MAVS) was created to better serve criminal defendants who have severe mental illness, chemical dependency, and criminogenic factors, all of which impact their ability to access and navigate services afforded to them because of their military involvement after they are charged with a misdemeanor offense.

Each specialized docket program has Coordinator I, II, and III positions with minimum educational, experience, and/or licensure requirements that the individual must have in order to perform the duties and responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION

1. Engaged team member, willing to meet new challenges while staying flexible and maintaining a positive work attitude.
2. Meet with individuals to ensure that those referred to the specialized docket satisfy clinical eligibility requirements for program admission.
3. Assist with crises intervention situations, with clinical supervision, by meeting with and interviewing participants, defendants, or citizens visiting court who have concerns or issues in order to determine and recommend an appropriate course of action.
4. Strength-based, trauma informed, clinical and professional approach.
5. Schedule all appropriate referrals for follow-up diagnostic assessments.
6. Assist with diagnostic assessments of program participants by conducting participant bio/psych/social interview and documenting data.
7. Track participant's progress via clinical documentation.
8. Link defendants to appropriate treatment and service providers and making treatment recommendations for individuals who are not accepted into the specialized docket program.
9. Coordinate services with all participating agencies and community partners to ensure collaboration and continuity of care.
10. Participate in Supreme Court of Ohio certification process.

11. Utilize clinical and administrative supervision for clinical case review, case load management, cultural diversity awareness, professional development, identification of implicit bias, and program utilization, evaluation, and development.
12. Schedule and coordinate weekly treatment team meetings to review new referrals to the specialized docket program.
13. Facilitate strong multi-disciplinary team relationships and weekly team meetings.
14. Ensure receipt of weekly progress reviews from treatment and service providers on a timely basis.
15. Generate weekly Status Review Reports which provide a compilation of client progress, outcomes, and talking points for court.
16. Collect outcome, data, and create reports as required by the specialized docket.
17. Prioritize diversity and inclusion.
18. Provide positive student intern instruction.
19. Coordinate weekly courtroom status review hearings, manage courtroom decorum, and provide support to the specialized docket judge during the hearing.
20. Participate in off-site visits to monitor and evaluate community resources, participant progress, and to ensure a collaborative treatment approach.
21. Make recommendations for participant rewards/sanctions based on information gathered from the treatment team.
22. Participate in research to enhance, pilot, and implement emerging clinical and best practices at the micro, mezzo, and macro levels.
23. Identify, research, write, project manage, and meet reporting requirements for existing and new funding opportunities.
24. Collaborate with community and government partners to create new programs that fill existing gaps in service.
25. Coordinate program development and engage in short-term and long-term planning to ensure best practices.
26. Attend trainings and other activities to enhance skills that contribute to the mission of the Court and the specialized docket, and also the individual's professional development plan.
27. Identify, research, and write grant and other funding proposals and monitor funding submissions in order to apply for existing and new program funding opportunities for the department.
28. Creativity and flexibility to conceive and implement innovative approaches to solve problems and meet objectives in an every changing new field.
29. Philosophically aligned with procedural and restorative justice.
30. Ability to recognize the need for change, respond with flexibility to changing program demands and funding environments, propose solutions, and ensure that solutions are implemented.
31. Good time management skills; highly organized and detail-oriented.
32. Ability to prioritize work, work independently without daily supervision, perform a variety of duties, and manage a variety of projects simultaneously.
33. Represent the Court at speaking engagements and trainings at civic, professional, and academic organizations, and perform other activities engaging the public, providing access, and building trust in the services offered by the department.
34. Has full understanding and knowledge of all duties and responsibilities of Coordinator I position, and can perform duties of Coordinator I as needed.

35. Perform other tasks as assigned.

QUALIFICATIONS AND REQUIREMENTS

Candidates must have a combination of education, experience, and personal characteristics that demonstrate the candidate's ability to perform the duties of the position.

Minimum requirements are:

1. Licensed by the State of Ohio as a Social Work Trainee (SWT) with a clear path to licensure, Licensed Social Worker (LSW), or Licensed Professional Counselor (LPC).
2. Scope of practice and skill set appropriate to the population served.
3. A bachelor's degree in psychology, sociology, social work, or a related field.
4. Minimum one year experience in direct clinical care with diverse populations.
5. Trauma competent skills.
6. Education, experience, or clinical proficiency in mental health, chemical dependency, and co-occurring disorders.
7. Experience in the diagnostic assessment of complex issues.
8. Experience developing and facilitating groups.
9. Knowledge of common office practices, procedures, and equipment.
10. Proficiency in operating a personal computer as well as with Microsoft Office products such as Word, Outlook, and Excel for the purpose of tracking client progress and program outcomes.
11. Ability to collect, manage, analyze and evaluate data in a timely manner.
12. Ability to effectively and professionally communicate verbally and in writing with diverse audiences.
13. Pleasant personality, ability to deal with potentially difficult people; ability to interact and maintain effective working relationships with judges, other elected officials, employees, law enforcement officers, lawyers, community treatment providers and others conducting business with the Court.
14. Leadership potential and interest in personal/professional development and education.
15. Flexibility and willingness to communicate openly, listen generously, compromise and resolve conflict with team members to build support, share knowledge, and generate a healthy work environment.
16. Patience, objectivity, maturity, effectiveness under pressure, initiative, and adaptability.
17. Commitment to restorative justice and the larger goals of social justice.
18. Creativity and ability to conceive and implement innovative approaches to solve problems and meet objectives.
19. Conscious of and sensitive to the diversity within the Court's jurisdiction and ability to interact professionally with this diverse population of people from many different geographic, socioeconomic, religious, racial, and ethnic backgrounds on a regular basis.
20. Self-awareness and willingness to grow personally and professionally in a rapidly changing field.
21. Professional appearance and demeanor appropriate for the position and the work environment expected of a representative of the Court.

22. Demonstrated dependability, reliability, and excellent attendance record.
23. Ability to recognize the need for change, respond with flexibility to changing program demands and funding environments, propose solutions, and ensure that solutions are implemented.
24. Good time management skills; highly organized and detail-oriented.
25. Ability to prioritize work, work independently without daily supervision, perform a variety of duties, and manage a variety of projects simultaneously in a high pressure atmosphere.
26. An understanding of clinical and legal terminology.

Preferred qualifications include:

1. A master's degree in social work or professional counseling with the ability to obtain independent license in the shortest amount of time allowable, but no more than 24 months after the start of employment.
2. Knowledge of the Rules of Superintendence and the statutes applicable to the Specialized Dockets.
3. Implementation and intervention expertise in evidence-based practices.

COURT EXPECTATIONS OF EMPLOYEE

The court expects the employee will adhere to all court policies, guidelines, practices and procedures; act as a role model both inside and outside the court; perform duties as workload necessitates in a timely, accurate and thorough manner and be conscientious about meeting department productivity standards; and communicate regularly with supervisor about department issues in completing the duties and responsibilities of the position.

BENEFITS

The Franklin County Municipal Court offers an excellent benefits package that includes health, prescription, vision, dental, and life insurance; short-term disability; generous vacation, sick and personal leave; 11 paid holidays; longevity service payments; sick leave reciprocity; an Employee Assistance Program; a deferred compensation program; tuition reimbursement; credit-union membership; and legal and identity-theft protection services.

Court employees are members of the Ohio Public Employees Retirement System which provides retirement, disability, and survivor benefits for public employees. All full-time employees contribute to OPERS by paying the required employee share, which is 10 percent of their salary. The court pays the required employer's share of 14 percent of an employee's salary. Employees do not have Social Security taxes withheld from their pay because they are members of OPERS.

APPLICATION PROCESS

The following application materials should be submitted via e-mail to CourtHR@fcmcclerk.com by the posted application deadline.

- Resume and cover letter describing with some specificity how an applicant's qualifications match those required for the position

- Completed Franklin County Municipal Court Judges' online employment application:
<https://municipalcourt.franklincountyohio.gov/About/Employment/Employment-Opportunities>

AT-WILL EMPLOYMENT AND EQUAL-OPPORTUNITY EMPLOYER

Employees of the court are at-will employees and serve at the pleasure of the court; they are not in the classified civil service system and are not members of bargaining units. The court is an equal opportunity employer and does not discriminate on the basis of age, gender, religion, race, color, national origin, ancestry, sexual orientation, disability, military status or genetic information.